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Arizona Department of Administration ♦ General Accounting Office

Subject: ***Bottled Water***

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Supersede(s): TB 05-02

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TO: Technical Bulletin Administrators

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State Comptroller

All Agencies

AUTHORITY

A.R.S. § 41-703 Duties of the director

DEFINITIONS

Bottled water: Water delivered by any means other than through a faucet or tap connected to municipal or county water supply.

Potable: Suitable for drinking. In the case of water, this means the water's quality has not been determined to be harmful to human health and safety.

Procurement Code: A set of statutes and rules, administered by SPO, governing the acquisition of goods and services.

SPO: State Procurment Office; a division of the Arizona Department of Administration, responsible for the conduct or oversight of contracting and procurement.

State Comptroller: A chief financial officer of the State of Arizona and principal executive of the GAO, or his designee.

INTRODUCTION

The purchase of bottled water is generally not a necessary or appropriate expense. However, certain circumstances, including those set forth below, may merit exception. Individuals are expected to use appropriate discretion regarding the implementation of this policy. Expenditures for bottled water should be limited to those situations and circumstances that are truly essential and are in the best interest of the State.

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POLICY

1. Agencies may purchase bottled water when the following exceptional conditions are met:
 - a. There is, on a permanent or temporary basis, no reasonably available, potable tap water at a given location. Reasonably available, when the location under consideration is:
 - i. A building, means that the source of potable tap water is in the same building and on the same floor where it is to be consumed.
 - ii. A fixed location other than a building (such as a park), means that the source of potable tap water is within approximately one hundred yards of where it is to be consumed.
 - iii. Mobile (such as a car), means that the source of potable tap water is within approximately one mile of where it is to be consumed.
 - b. Purified water is required to operate machinery or equipment or necessary to perform certain processes (such as developing film).
 - c. Purified water is required for medical treatment purposes.
 - d. Potable water is required for participants in exercises lasting several hours, when such exercises are conducted in locations geographically removed from alternate sources of potable water.
2. Other exceptional circumstances, not covered above, may require the purchase of water.
 - a. In such cases, the prior written authorization of the State Comptroller must be acquired.
 - b. An agency's written request for authorization must specifically document why there is a need to purchase bottled water. This request should also include information about the nearest sources of potable water.
3. Under those circumstances requiring the purchase of bottled water, agency management should exercise prudence in it.
 - a. Expensive spring and sparkling water should not be purchased.
 - b. If the circumstances that require the purchase of bottled water are of a long-term nature, agency management should evaluate alternatives that will provide potable water at a overall lower, long-term cost to the State, such as:

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- i. Leasing a reverse osmosis or similar system.
- ii. Having a system of direct access to a nearby local water supply installed.
- c. If bottled water is being purchased because of a short-term situation (such as a municipality's issuing a warning about a temporary contamination of the water supply), entry into long-term contracts for the delivery of bottled water should be avoided.
- d. As with other purchases, the acquisition of water should comply with the State's Procurement Code.

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AREAS IMPACTED

All State agencies.

CONTACTS

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